

NOTIFICATION FORM

DATE: _____

OWNER: _____

ADJACENT OWNER: _____

ADDRESS: _____

ADDRESS: _____

TEL: _____

TEL: _____

E MAIL: _____

E MAIL: _____

SCOPE OF WORK:

- ☐ 1. WORK ALONG PROPERTY LINE (NS)
- ☐ 2. ADDITION OF STRUCTURE ALONG PARTY LINE, (NS)
- ☐ 3. WORK AFFECTING PARTY WALL. (NS)

- ☐ 4. UNDERPINNING OF FOUNDATION (S)
- ☐ 5. ADDITION OF STRUCTURE ON PARTY WALL (S)

OTHER, SPECIFY _____
(NS) NON-STRUCTURAL (S) STRUCTURAL

Dear _____

My name is _____ (I am/we are) the owner of the property located at _____ which adjoins your property. (I am/We) are proposing to carrying out the job indicated in the scope of work above which may have an impact on your building or structure.

The District of Columbia Building Code, DCMR 12 A (2008), Section 3307.2 further requires that (I/we) notify you. This notification together with copies of all the documents filed with the District for the necessary permit for the proposed work shall be delivered to the adjoining property owner, and a copy submitted to the code official, not less than thirty (30) days prior to the proposed starting date. If the work is non-structural, notification shall not be less than ten (10) business days prior to the scheduled starting date of the work.

Consequently, (I am/we are) hereby providing you (my/our) written 30 or 10 days notice, of the proposed work specified above and (I am/we are) also requesting your permission to enter your property, to perform the related work, at my expense, necessary to preserve and protect your building from damage, disruption or personal injury.

The Building Code also requires that you provide written permission or denial to this request.

Please note, if the necessary permission is not granted, the Building Code, Section 3307.2 also provides that it shall then be your duty and at your expense to preserve and protect your building and property. In like manner you are hereby granted permission to enter my property at reasonable times, if necessary, to take cognizance of the situation.

Please provide your response by signing the appropriate line below which will be accepted as your written permission or denial. Your response must be provided not more than 30 days of receipt of this letter.

If you have any questions or concerns, please do not hesitate to contact me from the information above.

Sincerely,

Signature of Owner _____

Adjoining Owner's Permission Granted _____ Denied _____ Signature _____

DATE _____